

Kansas City Composite Squadron Position Policies

SAFETY OFFICER (SE)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

CAP safety officer positions are established to assist and advise commanders. They report directly to their commanders. A safety officer's job is a continuous learning experience and provides you the opportunity to mentor others, both senior members and cadets.

They shall:

- Establish plans, policies, and procedures necessary to the fulfillment of the CAP mission, which are not in conflict with the directives of higher headquarters
- Keep informed of the accomplishments, problems, and degree of compliance with regulations and other directives through personal observations, inspections, reports, and staff meetings
- Comply with all policies, regulations, and directives of the unit and of higher headquarters and require the same compliance by all members of the squadron
- Completed the AFIADL Course 02170, *CAP Safety Officer* or equivalent training, within 90 days of the appointment
- Progress in the Safety Officer specialty track (CAPP 217)
- Ensure safety of personnel and equipment through compliance with directives and policy guidance; ensure an effective safety awareness, education, and inspection program within the unit. CAPR 20-1 (E) 27
- Provide the unit commander with an accident prevention program (letters, reports, bulletins, directives or operating procedures) CAPR 62-1 para 2b

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- Ensure compliance and submit a completed SUI by the 1st of September annually to Squadron Commander
- Complete an independent comprehensive internal safety survey at least annually CAP 62-1 para 3c
 - Create a suspense system been established to ensure all deficient items are corrected prior to closing out the report
 - Annual internal safety survey sent directly to the safety officer and the commander at the next higher echelon
 - Safety officer and commander at the next higher echelon should review and comment on the annual internal safety survey submitted
- Provide guidance and assistance to ensure an active established safety program showing ground and flying safety records for the past two years CAPR 62-1 para 2b
 - The following recommended items are contained in the unit safety program:
 - Review of safety newsletters published by the Civil Air Patrol and other safety oriented organizations.
 - Placement of a bulletin board devoted to safety issues.
 - Participation or partnership in activities sponsored by other safety oriented organizations.
 - Use of special safety seminars, discussions, or focus groups to address specific issues.
 - Participation by pilots in the FAA's Pilot Proficiency Program ("Wings Program").
 - Adding safety messages to other routine communications.
 - Use of the optional safety award program authorized in CAPR 62-1.
- Implement Operational Risk Management into CAP operations CAPR 62-1 p 3d
 - At least once annually, discuss Operational Risk Management (ORM)
 - Ensure new members will receive ORM familiarization training
 - Provide current members with an ORM review
 - Report topics covered and total members attending to the next higher echelon of command
- Implement a procedure to ensure unit's flight release program properly protects CAP members and equipment CAPR 60-1 ch 4
- Determine meeting dates and attendance requirements for squadron meetings in accordance with policies established by higher headquarters
 - Quarterly requirement – Members must still physically attend a live (i.e. not virtual or on-line) safety briefing once per calendar quarter.
 - Manual entry into an electronic training database (eServices) by the Squadron Commander or Safety Officer will be required for all training completed.
 - eServices will update to track safety currency for monthly and quarterly safety meeting attendance requirements.
 - The eServices database is the official record of training and participation.

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- Commanders at all levels are authorized to allow credit for members attending non-CAP safety training. Topics must complement the CAP mission or contribute to general safety awareness. Examples may include, but are not limited to: AOPA safety classes, CPR or first aid training, defensive driving classes, HAZMAT training, OSHA training, or FAA Wings accredited training sessions. The Squadron Commander will determine suitability and authorize the substitution for members on his or her unit roster.
 - Documentation will need to be provided and maintained at the Squadron to validate accomplishment by the member.
- Ensure that new personnel are properly introduced to safety and make frequent checks on their progress CAPR 35-5
- The safety officer's role in CAP's three missions:
 - Aerospace Education
 - Cadet Programs
 - Emergency Servicesand
 - Safety officer inspections of aircraft and vehicles
- Develop a program of regular safety education and accident prevention training for the unit.
 - Deliver no less than 15 minutes per month of face-to-face safety education and training to unit members.
 - Use rational flexibility to get the latest safety meeting information to members who missed the monthly safety meeting before they participate in a CAP activity, including unit meetings.
 - Obviously, they may have to come to a unit meeting to review the information from the missed meeting.
- Develop a program of regular safety education and accident prevention training for the unit.
 - Incorporate a review CAP's *Sentinel* and newsletters of other safety orientated organizations.
 - Conduct an Operational Risk Management (ORM) briefing at least once annually during a unit safety meeting.
 - Ensure all new CAP members receive ORM training.
 - Forward monthly briefing reports to the next higher echelon of command and the unit commander including topics covered and members attending. KSWG 13, KSWG 14
 - Maintain a roster of subordinate unit safety officers.
 - Ensure ORM and safety briefings are incorporated into all field training exercises, encampments, and other special activities where members face elevated risks.

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- Assist the unit commander, as needed, to establish his/her accident prevention program with letters, reports, bulletins, directives or operating procedures.
 - Complete the annual on-line safety survey and ensure all reported hazards and/or practices identified have been corrected prior to the report being closed.
 - Conduct an annual Safety Day during the month of October to focus on improving safety knowledge and attitudes during the new fiscal year. CAPR 62-1 para 3h
 - Have CAPFs 26, *CAP Safety Improvement or Hazard Report* and *FAA Forms 8740-5, Safety Improvement Report*, available to unit members and provide instructions on how to use them. CAPR 62-1 para 3f
 - Conduct staff visits to subordinate units to assist them in identifying and solving safety problems.
 - Establish unit mishap reporting procedures.
 - Report all cases of mishaps arising out of CAP activities using the on-line reporting system within the time limits specified in CAPR 62-2.
 - Review and analyze findings from mishap investigation reports to determine trends and methods to prevent future mishaps.
 - Encourage pilots to participate in FAA's Pilot Proficiency Program (*Wings Program*).
 - Encourage nominations for CAP's safety awards.
 - Establish a safety meeting file to include:
 - Safety lecture outlines for topics to be covered in safety presentations.
 - A list of safety meeting resources, i.e. guest speakers, safety websites, nearby military safety personnel , videos, etc.
 - Monthly meeting reports.
 - Establish a file of safety educational material.
 - Establish a safety schedule of events.
- Create a Safety Officers Continuity book. Without a continuity book, a safety officer often must relearn the same lessons and information that his/her predecessor already discovered.
 - Should be used daily as a source of reference with information not readily found elsewhere.
 - Continuity books can be on paper in a book or can be electronic.
 - Additional information about continuity books can be found at:
<http://www.cawg.cap.gov/html/Pa/bucb.pdf>
 - CAP's Aerospace Education mission is covered by these publications:
 - CAPR 280-2, *Civil Air Patrol Aerospace Education*
 - CAPR 50-20, *CAP Model Rocketry Program*
 - CAPP 15, *Aerospace Education Officers' Handbook Mission*
 - CAPP 52-11, *Sally Ride Science Festivals -Project Officer's Guide*
 - Apply ORM to all Aerospace Education activities including:
 - *Model Rocketry*

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- CAPR 50-20 says, “It is the responsibility of the Qualified Senior Member to see that the (*National Association of Rocketry*) NAR Safety Code guidelines are followed.”
- The NAR Safety Code guidelines may be viewed at www.nar.org/NARmrsc.html
- *Fly-A-Teacher*
- *Summer Workshops for Teachers*
- *Annual AEO School for AE officers*
- *Aerospace Education Excellence (AEX) Program*
 - CAP’s Aerospace Education Excellence (AEX) program consists of six aerospace activities and one two-hour or longer field experience.
 - ORM should be conducted at the start of these AE projects to include materials to be used and construction procedures.
 - Project guides for cadets and senior members can be ordered when a unit enrolls in the program.
- CAP’s Cadet Programs mission is covered by these publications:
 - CAPR 52-16, *Cadet Program Management*
 - CAPM 52-4, *National Cadet Competition*
 - CAPP 52-7, *Cadet Orientation Flight Syllabus*
 - CAPP 52-8, *CAP Unit Honor Guard Program*
 - CAPP 52-18, *Cadet Physical Fitness Program*
 - Approximately 40% of CAP’s members are cadets.
 - The majority of a year’s bodily injury mishap reports are submitted in June, July and August -the months when most cadet special activities occur.
 - These mishaps occur to both the cadet participants and the senior member support personnel at the activity.
 - Safety MUST become the number one priority in the cadet program for both the cadets and the senior members who support the program.
- CAP’s Emergency Services mission is covered by these publications:
 - CAPR 60-1, *CAP Flight Management*
 - CAPR 60-3, *CAP Emergency Services Training and Operational Missions*
 - CAPR 60-5, *Critical Incident Stress Management*
 - CAPR 60-6, *CAP Counterdrug Operations*
 - CAPR 100-1, *Communications*
 - In CAP’s Emergency Services (ES) mission, safety must always be a primary concern.
 - Become a qualified Mission Safety Officer (MSO).
 - MSOs report directly to Incident Commanders.
 - As a MSO you are responsible to provide guidance to Communication Unit Leaders, Ground Branch Directors and/or Air Operations Branch Directors, to assist with vehicle and/or aircraft inspections and other duties as required.